

Retention and Classification Report

Agency: Legislature. House of Representatives (596)

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AGENCY: Legislature. House of Representatives

SERIES: 27054

1

TITLE: Conflict of interest forms

DATES: 2001-

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

This series contains forms used by members of the House to declare any outside employment or activity that may or may not present a conflict of interest.

RETENTION:

Retain until superseded.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 23020

3

TITLE: Floor debate recordings

DATES: 1957-

ARRANGEMENT: Chronological by date and session

DESCRIPTION:

This series consists of the audio recordings of the House floor debates. Topics discussed include: proposed legislation, votes on legislation, testimony or comments on legislation, resolutions, etc.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Audio cassettes: For records beginning in 1990 and continuing to the present. Retain in Office for 3 years or until converted to the approved permanent format and then transfer to State Archives with authority to weed.

Audograph discs: For records beginning in 1957 through 1989. Retain in Office until converted to CD-ROM and then transfer to State Archives with authority to weed.

Compact disc: For records beginning in 1957 through 1989. Retain in Office permanently.

AGENCY: Legislature. House of Representatives

SERIES: 23020

TITLE: Floor debate recordings

(continued)

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 456

4

TITLE: Journals

DATES: i 1882-

ARRANGEMENT: Chronological.

DESCRIPTION:

These journals serve as a record of the action of the legislature during session. They constitute the published minutes of the State House of Representatives from the territorial period to the present. House and Senate journals were kept beginning with the creation of the territory in 1851, but were kept separately after 1882. Minutes from joint sessions are recorded after 1890; before that, they were recorded only in the Senate minutes.

Daily entries cover a standard order of business. Place, date, roll, and prayer are noted before proceeding with business. Membership rolls are included. Citizens' petitions for various actions; monetary claims; and communications from agencies, groups, or individuals are recorded. Committee reports recommending passage or rejection of particular legislation are provided. The process of enacting legislation via bills and resolutions is the most frequent business recorded. Other agency reports, memorials, invitations, etc. may also be entered in the record during particular periods.

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center until microfilmed and then

AGENCY: Legislature. House of Representatives

SERIES: 456

TITLE: Journals

(continued)

destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

These journals are the official record of the House's activities and provide historical documentation of its actions.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 25191

3

TITLE: Personnel records

DATES: 1975-

ARRANGEMENT: Alphabetical by employee name.

DESCRIPTION:

Complete work history of an individual while employed by the State. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. Includes application for employment or resume, verification of employment eligibility (I-9 form), and retirement/deferred compensation plan notification (ADNT-2), corrective or disciplinary actions taken against an employee, performance plans, performance evaluations, position description, career mobility or job swap agreement, insurance benefits notification (ADNT-1). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, employee awards, letters of commendation, leave records and leave adjustment reports.

RETENTION:

Retain 65 years after separation or retirement.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 10/30/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until separation or retirement of employee and then transfer to State Records Center. Retain in State Records Center for 65 years and then destroy.

AGENCY: Legislature. House of Representatives

SERIES: 25191

TITLE: Personnel records

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Legislature. House of Representatives

SERIES: 27055

1

TITLE: Photographs

DATES: 1980-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series contains photographs which document the history of the Utah House of Representatives. Includes scrapbooks, individual photographs of Representatives, and other photographic documentation of events and activities sponsored by House members and staff.

RETENTION:

Retain until administrative needs end.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Photographs: Retain in Office until administrative needs end and then transfer to State Archives.

APPRAISAL:

Administrative Historical

AGENCY: Legislature. House of Representatives

SERIES: 27055

TITLE: Photographs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 23013

3

TITLE: Standing committee audio recordings

DATES: 1994-

ARRANGEMENT: Chronological, thereunder alphabetical by committee.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are the audio recordings of the House standing committee meetings. The recordings are used to generate the written committee minutes. Meetings are opened and adjourned according to procedure.

RETENTION:

Retain 3 years.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 3 years or until copied to CD Rom and then transfer to State Archives.

APPRAISAL:

Administrative Historical

This disposition is based on historical and research value the audio recordings have in documenting the discussions and actions taken by the House standing committees.

AGENCY: Legislature. House of Representatives

SERIES: 23013

TITLE: Standing committee audio recordings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 3159

3

TITLE: Standing committee minutes

DATES: 1967-

ARRANGEMENT: Chronological, thereunder alphabetical by committee.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the minutes of House standing committees discussing proposed and final legislation. Information includes agendas, meeting minutes, final reports, and related records.

RETENTION:

Retain 3 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the 1999 Legislative Records Retention Schedule approved by the Legislative Management.

AGENCY: Legislature. House of Representatives

SERIES: 3159

TITLE: Standing committee minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 19597

3

TITLE: Utah House of Representatives pamphlets

DATES: 1971-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

"The Utah House of Representatives" is a pamphlet produced at the beginning of the session giving an introduction to the House, its history, procedures, and current roster.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 01/14/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications document history and agency functions. Publications have ongoing research value.

AGENCY: Legislature. House of Representatives

SERIES: 19597

TITLE: Utah House of Representatives pamphlets

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 19012

3

TITLE: Voting records

DATES: 1982-

ARRANGEMENT: Alphabetical by last name of representative, thereunder
chronological by session, thereunder numerical by bill number

ANNUAL ACCUMULATION:

DESCRIPTION:

This series provides a record of legislative votes of individual House members no longer in office. The records contain the name of the Legislator, the date, the bill number, bill title, and the recorded vote (aye, nay, or absent). Some also include the name of the sponsor of the bill.

RETENTION:

Retain until administrative needs end.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

APPROVED: 12/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative needs end and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records document the voting patterns of the Legislature and have enduring research value for the Legislature and the public. This disposition was based on administrative needs expressed by the office.

AGENCY: Legislature. House of Representatives

SERIES: 19012

TITLE: Voting records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 432

4

TITLE: Working bills

DATES: i 1896-

ARRANGEMENT: Chronological by legislative session, thereunder alphanumeric by bill type and number.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series documents the legislative process in the House of Representatives. The series contains the working copies of House bills, claims (through 1915), petitions (until 1921), memorials, fiscal reports of state agencies (1897 only), and resolutions. The working copy includes the bill as introduced and any amendments made to it; the bill's progress through committees and votes is logged at the end of the bill. The final official version of the bill is not part of this series unless it was vetoed by the Governor, returned to the Legislature while still in session, and the Legislature failed to override the veto. Bill, in the broad sense, refers to bills, resolutions, memorials, etc. In the narrow sense they are those documents a member of the Legislature desires to have made into a Utah law. Claims to the state were for money due an individual or group. Memorials are pleadings for federal action, usually made to the U. S. Congress. Resolutions are position statements which do not have the weight of law. Petitions were initiated by citizens desiring the introduction of particular legislation.

RETENTION:

Retain until administrative needs end.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative needs end and then

AGENCY: Legislature. House of Representatives

SERIES: 432

TITLE: Working bills

(continued)

transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Digital image Duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

This disposition is based on the historical documentation provided for the passage (or rejection) of Utah laws.

PRIMARY CLASSIFICATION:

Public

AGENCY: Legislature. House of Representatives

SERIES: 27016

3

TITLE: Working papers

DATES: 2000-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains working papers created by members of the House of Representatives. Records contain subject files compiled during the legislative process. Files may include information on proposed policies, budgets, and special funding.

RETENTION:

Retain 6 months.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 40.

AUTHORIZED: 03/26/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Legislature. House of Representatives

SERIES: 27016

TITLE: Working papers

(continued)

PRIMARY CLASSIFICATION:

Public